

FAILURE INFORMAL RESOLUTION/NOTICE FINAL INTERVIEW

(Agency Letterhead)

Date _____

Dear _____

This letter serves as your NOTICE OF FINAL INTERVIEW for the EEO matter which you initially discussed with me, in my capacity as an EEO Counselor on _____ (date).

Unfortunately, after exercising due diligence, attempts at informal resolution have failed to resolve this dispute. If you wish to pursue this matter further, we must meet for a final interview. You have fifteen (15) working days from _____ (date of termination of informal resolution) to file an EEO Formal Complaint.

I will provide you with the necessary form and assist you in completing it, if you wish to file a formal complaint. Our final interview must take place within this fifteen (15) day period.

Please contact me at your earliest convenience.

Sincerely,

(Title)